McMaster University  
Libraries & Museum Joint Health and Safety Committee  
Minutes

Tuesday January 19, 2016  
2:30pm – 4:00pm  
Mills, Connections Centre

<table>
<thead>
<tr>
<th>Management Member</th>
<th>Department</th>
<th>Affiliation</th>
<th>Certified?</th>
<th>Attendance</th>
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<tr>
<td>A. Colgoni</td>
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<td>M. Mastragostino</td>
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<td>C. Nicol</td>
<td>Mills Library</td>
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<td>A. Pearce</td>
<td>Innis Library</td>
<td>TMG</td>
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<td>A. Pottier</td>
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<td>MUFA</td>
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<td>C. Podedworny</td>
<td>Museum of Art</td>
<td>TMG</td>
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<tr>
<td>J. Adlington</td>
<td>Mills, Collections</td>
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<td>E. Ardelean</td>
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<td>A. Erasmi</td>
<td>Innis Library</td>
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<td>D. Hartz</td>
<td>MIETL</td>
<td>Unifor Local 5555</td>
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<tr>
<td>M. Heal</td>
<td>Mills, Facilities</td>
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<td>N. Knibb</td>
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<td>N. MacDonnell</td>
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<td>A. Schell</td>
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<td>L. Sorowka</td>
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<td>N. Waite</td>
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<tr>
<td>C. Beecroft</td>
<td>EOHSS</td>
<td>Advisor</td>
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Chair: A. Pottier  
Minute Taker: C. Nicol  

1) **Agenda, Attendance, Quorum, Introductions, Announcements**

- Quorum was reached  
- Agenda was adopted  
- Announcement:

2) **Business Arising, Minutes of the Previous Meeting:**

a) **Fire Warden Training:** A number of staff completed this training. There are still some staff who need to take the training. The next in-class course is Jan. 21, 2016 in MDCL from 10:30 – 11:30am.

Temporary Assistance signs were not up at Thode. Should put direct Security number on signs  

b) **H & S Training:** Reminder about Health and Safety training refreshers. Managers will be reminded about training at the next manager’s meeting. M. Heal noted that he cannot access Mosaic.

Action Items

A. Pottier will ensure signs are put up at Thode.  
C. Nicol will look into M. Heal’s mosaic access issues.

4) **Review of Reports**

a) **Central JHSC Update** (A. Pottier): Central has not had its January meeting. Snow and snow removal was discussed at the December meeting. There have been some issues with accessible parking. Reminder to contact Facility Services if you see icy spots. The cartographer app is still not operational to notify Facility Services about issues around campus.

b) **EOHSS Report** (C. Becroft): EOHSS provided an update regarding the online training. Some training not offered in class anymore (e.g. Slips, Trips & Falls). Violence and harassment training has had a script completed, but still waiting to be added by MIEET. Working on a new version of WHMIS (new symbols).

C. Nicol noted that there are still issues with access to Avenue to Learn for new employees when they start. It takes more than a week for them to gain access. Currently using legacy training when a new employee starts.

Reminder about calling in slippery conditions. Putting labels on grit boxes was discussed so that people know that anyone can use them.

Action Items

C. Nicol will look into access to Avenue to Learn.

b) **EOHSS Report** (C. Becroft): EOHSS provided an update regarding the online training. Some training not offered in class anymore (e.g. Slips, Trips & Falls). Violence and harassment training has had a script completed, but still waiting to be added by MIEET. Working on a new version of WHMIS (new symbols).

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Action Items

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e) **Ergonomics**

- Ergonomic assessments are up-to-date.
- CAVS was discussed. Some of the CAVS staff are physically located outside of the library buildings. C. Soares is a new staff member in CAVS.

f) **Workplace Inspection Reports:**

- **Mills 1** (M. Heal) – No issues to report.
- **Mills 3** (M. Heal) – No issues to report.
- **Mills 4** (J. Adlington) – Multiple lights out and reported. A thermostat was making a hissing sound.
- **Innis** (A. Erasmi) – Extinguishers did not have a December inspection. A second hose was missed and has not had an inspection for over a year. A small area of carpet that has a number of rips was fixed using binding tape. This piece of carpet is not in good shape and may not be able to be fixed for much longer.
- **Museum** (N. Knibb) – Housekeeping issues. Metal poles on a ramp were in the way. May need to discard. There is some water damage in office windows. There are loud fans. Facilities is aware of the fans.

5) **New Business:**

- Water sampling for Mills was conducted and the water is safe. There is a new fountain on the 1st floor.
- Thode: lifting rug. This section is scheduled to be replaced in the summer. Has been repaired with masking tape. Fire Door in NE corner has to be pulled shut. Latch is not catching.

M. Heal to look into this.

7) **Items to forward to Central JHSC**

None

The meeting adjourned at 3:27 pm.

The Chair for the next meeting is: A. Pottier

Next meeting: March 15, 2016 – Location: Community Room – 2:30 pm

PLEASE NOTE: If you cannot attend the next meeting, please send an alternate so the business of the committee can be conducted.

J. Wilson, Worker Co-Chair

A. Pottier, Management Co-Chair
### 2016 JHSC Schedule

<table>
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<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
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<td><strong>Meeting</strong> - 19th, 2:30 pm, ML 304 Community Room</td>
<td>Mills Lower Levels &amp; BSB Mills 1 Mills 4</td>
<td><strong>Meeting</strong> - 15th, 2:30 pm, ML 304 Community Room Museum Thode Mills 3</td>
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<td>Mills 2 Mills 6</td>
<td><strong>Meeting</strong> - 20th, 2:30 pm, ML 304 Community Room</td>
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Innis – Alex  
Museum – Nicole Knibb  
Thode – Lynn & Julie  
Mills Lower Levels/BSB – Audrie  
Mills 1/LB106A – Mark  
Mills 2 – Nicole & Nancy  
Mills 3/ML217 – Mark  
Mills 4 – Janice  
Mills 5 – Daryl  
Mills 6 – Elysha